

# Virginia Department for the Aging AIM Reference Guide to Services

<b>Service to Client Except Title III-E</b>	<b>Unit to Track</b>	<b>NAPIS Group Mapping</b>	<b>Client Minimum Required Assessment</b>	<b>Client Nutritional Screening</b>	<b>Client In Federal Poverty?</b>
Adult Day Care	Individual Hours	05 – Adult Day Care/ Health	Full		**Required
Assisted Transportation	One-way Trips	09 – Assisted Transportation	Part A		**Required
Care Coordination	Individual Hours	06 – Case Management	Full	Required	**Required
Checking	Contacts	D – Checking	Quick Form		**Required
Chore	Individual Hours	03 – Chore	Part A		**Required
Congregate Nutrition	Eligible Meals	07 – Congregate Meals	Page 1-3 (* see note)	Required	**Required
Disease Prevention/Health Promotion	Individual Hours	B – Disease Prevention/Health	Quick Form		**Required
Elder Abuse	Contacts	Protect Elder Rights	Quick Form		**Required
Emergency	Contacts	F – Emergency	Quick Form		**Required
Employment Title III	Individual Hours	F – Employment Title III	Quick Form		**Required
Health Education/Screening	Individual Hours	B – Health Education/Screening	Quick Form		**Required
Home Delivered Nutrition	Meals	04 – Home Delivered Meals	Part A	Required	**Required
Home Delivered Meals – Fee for Service	Non NSIP Meals	Fee for Service – Home Delivered	Part A	Required	**Required
Home Health	Individual Hours	B – Home Health	Full		**Required
Homemaker	Individual Hours	02 – Homemaker	Part A		**Required
Identification/Discount	Cards Issued	F – Identification/Discount	Quick Form		**Required
Information and Referral/Assistance	Contacts	13 – Information and Assistance	Quick Form		**Required
Legal Assistance	Individual Hours	11 – Legal Assistance	Quick Form		**Required
Medication Management	Individual Hours	B – Medication Management	Quick Form		**Required
Money Management	Individual Hours	F – Money Management	Quick Form		**Required
Personal Care	Individual Hours	01 – Personal Care	Full		**Required
Residential Repair and Renovation	Homes Repaired	A – Residential Repair and Renovation	Quick Form		**Required
Socialization/Recreation	Individual Hours	D – Socialization/Recreation	Quick Form		**Required
Transportation	One-way Trips	10 – Transportation	Quick Form		**Required
Volunteer Programs	Volunteer Hours	D – Volunteer Programs	Quick Form		**Required



Virginia General Fund Respite Care Initiative



Title III-E / Caregiver NAPIS group items that go into effect 10/01/2004

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Service to Client	Unit to Track	NAPIS Group Mapping	Client Minimum Required Assessment	Client Nutritional Screening	Client In Federal Poverty?
Adult Day Care License	Individual Hours	Respite Adult Day Care License	Full		**Required
Companion	Individual Hours	Respite Companion	Full		**Required
Home Health	Individual Hours	Respite Home Health	Full		**Required
Homemaker	Individual Hours	Respite Homemaker	Full		**Required
Hospice	Individual Hours	Respite Hospice	Full		**Required
Personal Care	Individual Hours	Respite Personal Care	Full		**Required
Other	Individual Hours	Respite Other	Full		**Required
<b>Care Coordination for Elderly Virginians ***</b>	Individual Level B Hours	CCEVP	Full	Required	**Required
<b>Guardianship</b>	Not Required	Guardianship	Full		**Required

\* Volunteers during meal time of Congregate Nutrition are an exception to the required assessment. The only information to be tracked for Congregate Nutrition volunteers is full name and units of service.



\*\* The question “In Federal Poverty?” the answer is a required data field starting 10/01/2002 in AIM. The documents used to capture this information can be either the “Virginia Service – Quick Form” or “Federal Poverty / VDA Sliding Fee Scale” for the appropriate year.

\*\*\* Care Coordination / Case Management and CCEVP require the “Care Coordination Outcome” form information to be collected. However, this information is not required to be input into AIM.

Note 1: The only group service tracked in AIM is Caregiver Public Information / Education.

Note 2: Reassessments should be performed annually or when the person’s condition has changed significantly. The exception to this rule is Care Coordination / Case Management, which is performed every six months or when the person’s condition has changed significantly.

Note 3: Further information can be found on the services tracked in AIM by referring to individual service standards or “The National Family Caregiver Support Program Guidance”.



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<b>Title III-E Only Services</b> <b>(Please do not remap Title III-E services used in fiscal year ending September 30, 2004)</b> <b>Note: The “Virginia Caregiver – Service Form” should be collected from each caregiver for all Title III-E services except “Caregiver Public Information/Education”</b>						
Title III-E Service	Unit to Track	NAPIS Group Mapping	Client Min. Required Assessment	Program Group Mapping	Client Nutritional Screening	Client In Federal Poverty?
Caregiver Adult Day Care Respite	Individual Hours	Caregiver Respite Care	Full	III-E Adult Day Care - Respite		**Required
Caregiver Assisted Transportation	One-way Trips	Caregiver Access Assistance	Part A	III-E Assisted Transportation – AA		**Required
Caregiver Care Coordination	Individual Hours	Caregiver Access Assistance	Full	III-E Care Coordination – AA	Required	**Required
Caregiver Caregiver Training	Sessions	Caregiver Counseling/Support Groups/Caregiver Training	Quick Form	III-E Caregiver Training - Counseling		**Required
Caregiver Chore	Individual Hours	Caregiver Supplemental Programs	Part A	III-E Chore - SS		**Required
Caregiver Congregate Nutrition	Eligible Meals	Caregiver Supplemental Programs	Page 1-3 see τ	III-E Congregate Nutrition - SS	Required	**Required
Caregiver Direct Payment - Respite	One Payment	Caregiver Respite Care	Part A	III-E Direct Payment - Respite		**Required
Caregiver Direct Payment - Supplemental Services	One Payment	Caregiver Supplemental Programs	Part A	III-E Direct Payment - SS		**Required
Caregiver Home Delivered Nutrition	Meals	Caregiver Supplemental Programs	Part A	III-E HD Nutrition - SS	Required	**Required
Caregiver Homemaker Respite	Individual Hours	Caregiver Respite Care	Part A	III-E Homemaker - Respite		**Required
Caregiver Individual Counseling	Sessions	Caregiver Counseling/Support Groups/Caregiver Training	Quick Form	III-E Individual - Counseling		**Required
Caregiver Information & Referral/Assistance	Individual Contacts	Caregiver Access Assistance	Quick Form	III-E Info & Referral/Assistance – AA		**Required
Caregiver Institutional Respite	Individual Hours	Caregiver Respite Care	Part A	III-E Institutional - Respite		**Required
Caregiver Other Respite	To Be Defined	Caregiver Respite Care	Part A	III-E Other - Respite		**Required
Caregiver Other – Supplemental Services	To Be Defined	Caregiver Supplemental Programs	Part A	III-E Other - SS		**Required
Caregiver Personal Care Respite	Individual Hours	Caregiver Respite Care	Full	III-E Personal Care - Respite		**Required
Caregiver Public Information / Education	Estimated Audience	Caregiver Information Services	None	III-E Public Information / Education		
Caregiver Support Groups	Sessions	Caregiver Counseling/Support Groups/Caregiver Training	Quick Form	III-E Support Groups - Counseling		**Required
Caregiver Transportation	One-way Trips	Caregiver Access Assistance	Quick Form	III-E Transportation – AA		**Required

τ To be eligible for Title III-E Congregate Nutrition, the client must be receiving an additional service that collects Part A of the UAI or Page 4 must be collected as well.

Note: For services mapped to Caregiver Respite Care or Caregiver Supplemental Services, the client must have two or more ADLs.

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